

I.	<u>Position Title:</u>	Facilities Maintenance Mechanic/ Crew Leader	<u>Revision Date:</u>	06/14
			<u>EEO Category:</u>	Service Maintenance
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30815

Under direct supervision of the Facilities Manager, supervises, performs and coordinates maintenance and repair of the facilities at Alta Canyon Recreation Center. Consults daily the Center Manager to ensure efficient and quality operation of facility.

- Operates, and performs maintenance on a variety of building equipment.
- Oversees safety, cleanliness and appearance of the facility and grounds year round, including cleaning schedule and maintenance schedules.
- Performs cleaning, snow shoveling and moving and assembling furniture.
- Provides a safety program in conjunction with Risk Management, providing MSDS and Blood borne pathogen training and record keeping, provide and assist Alta Canyon Sports Manager in being in full compliance with OSHA and America Disabilities Act.
- Management of Operations department staff including assisting with the Facilities Manager. in hiring, dismissal, performance evaluations, scheduling, job assignments, individual growth opportunities, promotions, training and annual/quarterly performance reviews as required.
- Regular communication both on an individual and group level with the Facilities Manager and the Alta Canyon Division Center Manager.
- Performs frequent safety and maintenance inspections of facility and completion of work orders
- Management and maintenance of the comfort and safety systems of the facility including pool, whirlpools, HVAC, security systems and adherence to all environmental and county health regulations as provided by the appropriate City, State or County authorities.
- Provide staffing for setup and removal of tables, chairs, equipment, etc., as required by various programs or special events held at the center.
- Completes painting, carpentry, plumbing, lock, and electrical repairs.
- Operation and maintenance of the facility, machinery and equipment including, but not limited to, the building, grounds, pool, tennis courts and all power, purification and filtration systems therein.
- Programs, operates and monitors computerized HVAC systems and electronic timers and controls.
- Assists in coordinating and selecting contracted vendors, prepares RFPs, or bids as appropriate, that are in compliance with accounting and procurement regulations and oversee selection and management of the vendor to ensure the best quality job at the best price.
- Performs record keeping and inventory control.
- Monitor and manage the various security systems to provide effective protection of the facility and personnel and, as required, assist with investigations or other police activity.
- Assist in the preparation of various reports including quarterly and annual energy usage and efficiency, inventory, budget status, personnel evaluations and maintenance requirements.
- Performs ongoing safety evaluations of Alta Canyon Sports Center.
- Fastens pictures, hangers, etc. to walls, changes air filters, re-lamps fixtures etc.

- Locks and unlocks the building(s).
- Responds to emergency calls on a 24 hour basis.
- Finds and promptly records or corrects hazards or unsafe conditions.
- Performs other related duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent and two years additional formal education or training in sports facilities maintenance, construction and/or related field preferred.

License/ Certification: Must possess a valid Utah Driver's License; C.P.O. (Certified Pool and Spa Operator) certification required; A.P.O (Aquatics Facility Operator) certification preferred.

Experience: Four years' experience in plumbing, HVAC, electrical, carpentry, with two years supervisory experience in mechanical building maintenance, or related duties. May substitute any equivalent combination of education and experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Cleaning techniques; safety practices MSDS and OSHA regulations; grounds maintenance practices; customer service techniques, carpentry, electrical, plumbing, welding, HVAC systems & related building trades; Also understanding of pool safety and operation of, liquid chlorination system, pool pumps, filtration system, electrical switching equipment.

Responsibility for: Assisting the Facilities Division in keeping City facilities in good repair; cost effective maintenance of facility and equipment safety of city employees and visiting public; managing risks presented by hazardous materials, blood borne pathogens, equipment usage and other potential hazards including ADA compliancy as related to the performance of duties, facility security; responsible for making decisions affecting the activities of people, including meeting deadlines, supervision of mechanical custodian and temp/seasonal custodians.

Communication Skills: Contacts with city employees, contractors, and the public, furnishing and obtaining information; communicate effectively verbally and in writing.

Tool, Machine, HVAC, Pool & Chlorination Filtration Systems and Equipment Operation: Requires use of cleaning equipment, and a wide variety of hand and power tools; ability to use a personal computer for spreadsheet, word processing and other applicable applications is desirable; ability to use programmable thermostats, time clocks, and alarm systems.

Analytical Ability: Establish and maintain effective working relationships with employees and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems; ability to work independently.

VI. Working Conditions:

Physical Demands: Occasional heavy lifting (up to 70 pounds) required; occasional heavy carrying (45 pounds and over); occasional exposure to stressful situations as a result of human behavior and deadlines.

Work Environment: Generally comfortable working conditions; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials. Some evening, weekend and holiday work required with some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____